

Department of the Army
Pamphlet 570-7

Manpower and Equipment Control

Procedures for Conducting Equipment Surveys

Headquarters
Department of the Army
Washington, DC
11 August 1993

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 570-7

Procedures for Conducting Equipment Surveys

This new Army pamphlet--

- o Provides detailed procedures and instructions for equipment survey teams (para 3-1).
- o Covers preparation, presurvey and entrance briefings, on-site equipment review and formal exit (paras 2-1, 3-3, 3-10, and 3-14).

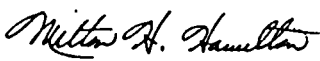
Manpower and Equipment Control

Procedures for Conducting Equipment Surveys

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a new Army pamphlet. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. The purpose of this pamphlet is to improve management of the Army's Equipment Survey Program by providing

managers and equipment surveyors with a procedural reference or guide. The pamphlet is designed to methodically outline procedures that cover all areas normally worked from start to finish during equipment surveys.

Applicability. This pamphlet applies to the Active Army, and U.S. Army Reserve. It does not apply to the Army National Guard. Specifically, this pamphlet applies to Department of the Army Equipment Survey Program managers at Headquarters, Department of the Army and its field operating agencies and major Army commands.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff for Operations and Plans. The Deputy Chief of Staff for Operations and Plans has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The Deputy Chief of Staff for Operations and Plans may delegate this authority in writing to a division

chief within the proponent agency in the grade of colonel or the civilian equivalent.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAFISA, (MOFI-SDC-R), Fort Belvoir, VA 22060-5587.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5383, intended for command levels C for Active Army and D for U.S. Army Reserve. None for the Army National Guard.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

ESP management overview • 1-4, page 1

Prescribing directive • 1-5, page 1

Chapter 2

Preparation and Presurvey Procedures, page 1

Presurvey requirements • 2-1, page 1

Selecting equipment survey team members • 2-2, page 1

Presurvey conference • 2-3, page 1

Instructions to installation or unit scheduled for survey • 2-4, page 1

Chapter 3

Conducting the Survey (On-site), page 1

Sequence of survey events • 3-1, page 1

Survey team meetings • 3-2, page 1

The entrance briefing • 3-3, page 1

Recording survey data through the use of automated products • 3-4, page 2

Recording survey data through the use of manual products • 3-5, page 2

Preparation and use of DA Form 4153-R • 3-6, page 2

Detailed instructions for completing DA Form 4153-R • 3-7, page 2

Submitting completed worksheets • 3-8, page 2

Actions at the property book level • 3-9, page 2

Actions at the hand receipt and or the operations level • 3-10, page 2

Obtaining recommended changes to the TDA • 3-11, page 3

Summary of changes • 3-12, page 3

Requesting type classification exemption/LIN for commercial equipment • 3-13, page 3

Exit briefing at management level • 3-14, page 3

Preparing equipment survey results reports • 3-15, page 3

Chapter 4

Memorandums approving equipment increase, retention or directing turn-in of excess, page 7

Memorandum requirements • 4-1, page 7

Not used • 4-2, page 7

Chapter 5

Desk survey procedures, page 9

Scheduling and conducting desk surveys • 5-1, page 9

A senior management analyst or equipment specialist will be • 5-2, page 10

The designated survey team action officer— • 5-3, page 10

Appendixes

A. References, page 12

Contents—Continued

- B. Survey team structure and team members qualifications,
page 12
- C. Notification to installation or unit, *page 12*

Table List

Table 4-1: Sample enclosure to memo authorizing increased allowances

EQUIPMENT IN ADDITION TO AUTHORIZED ALLOWANCES, *page 8*

Table 4-2: Sample enclosure to memo directing excess equipment turn-in

TDA CZWOPBAA—EXCESS EQUIPMENT, *page 9*

Figure List

Figure 3-1: Sample printout of costed TDA from TAADS file, *page 4*

Figure 3-2: Sample costed TDA printout annotated, *page 5*

Figure 3-3: Sample Completed Worksheet, *page 6*

Figure 4-1: Sample memorandum approving non-type classified item, *page 7*

Figure 4-2: Sample memorandum authorizing increased allowances, *page 8*

Figure 4-3: Sample memorandum directing excess equipment turn-in, *page 9*

Figure 5-1: Sample memorandum notifying unit or activity of desk survey, *page 10*

Figure 5-2: Sample memorandum identifying actions taken as a result of desk survey, *page 11*

Figure C-1: Sample memo notifying Commander of on-site survey, *page 13*

Glossary

Index

Reproducible Form

Chapter 1 Introduction

1-1. Purpose

This pamphlet is intended as a guide and reference for personnel conducting equipment surveys at Headquarters, Department of the Army and its field operating agencies (HQDA/FOA), and major Army command (MACOM) levels. It outlines procedures for Equipment Survey Program (ESP) implementation from start to finish. Detailed information is provided on—

- a. Survey preparation.
- b. Presurvey and entrance briefing.
- c. On-site equipment review.
- d. Close-out, informal.
- e. Formal exit.

1-2. References

Required and related publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this pamphlet are explained in the glossary.

1-4. ESP management overview

As executive agent for the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), the U.S. Army Force Integration Support Agency (USAFISA) manages the Army's ESP. Management of the ESP includes many initiatives that follow general regulatory requirements set forth by AR 570-7. The Army regulation (AR) does not specify how to accomplish surveys through a logical sequence of events. This pamphlet provides instructions to help personnel conduct surveys systematically, and to help them recognize management deficiencies that contribute to either excess or underutilized equipment and inefficiencies in equipment functions, maintenance and operations.

1-5. Prescribing directive

AR 570-7 provides general ESP responsibilities.

Chapter 2 Preparation and Presurvey Procedures

2-1. Presurvey requirements

This chapter describes how the survey team is structured, desirable qualifications for team members, the presurvey conference, and units to be surveyed.

2-2. Selecting equipment survey team members

The team chief should be designated by the MACOM commander or manager of the entity tasked with conducting the survey. Teams may be staffed with logistics and force development (or appropriate organization or agency) personnel. Avoid using personnel from units being surveyed. Types of survey team members are discussed in appendix B.

2-3. Presurvey conference

The equipment survey team should hold a presurvey conference prior to each survey. The purpose of this conference is to ensure that required training of team members and preparation for the scheduled survey is accomplished. Agenda should include:

- a. Survey methodology.
- b. Briefings on missions, workloads and other items that impact the installation's or activity's need for equipment.
- c. Detailed review of the unit's latest approved table of distribution and allowances (TDA), other equipment authorization documents, property book and hand receipts for equipment location.
- d. Organizing the team and designating specific assignments.
- e. Procedures for recording changes.

- f. Completion of other administrative requirements.

2-4. Instructions to installation or unit scheduled for survey

Notify installation or unit 90 days in advance of the scheduled survey. Details of notification processes and administrative arrangements are listed in appendix C.

Chapter 3 Conducting the Survey (On-site)

3-1. Sequence of survey events

This chapter presents an outline in chronological order of required survey actions; steps taken at each stage of the survey, and administrative procedures for recording survey progress. See AR 570-7 for installation or unit preparations.

3-2. Survey team meetings

Daily meetings should be conducted before and after workhours to discuss any problems, scheduling, assignments, etc. The team should enter a unit or function about one-half hour after work begins and leave about one-half hour before work ceases.

3-3. The entrance briefing

The ESP team chief should use a slide presentation to brief the commander and supervisory personnel on the following subjects (sample wording provided):

a. *ESP history and program objectives.* ESP responsibility transferred from Office of the Deputy Chief of Staff for Logistics (ODCSLOG) to ODCSOPS, with USAFISA as executive agent, effective 1 June 1989. The ESP was revitalized at HQDA level during 1990, with substantial improvement to date. Regulatory requirements for the ESP (AR 570-7) were updated in 1991. The program is designed to identify unauthorized equipment on hand, and return excess equipment to the Army supply system.

b. *Purpose.* The purpose of this survey is to make a comprehensive study of the TDA equipment requirements of this unit and to arrive at the minimum authorization for equipment necessary to perform your mission.

c. *Intent.* This survey is not an inspection. No reports to HQDA will be made requiring reply on corrective action taken. Confirmation of equipment turn-in is required.

d. *Interviews.* Survey team members will interview equipment managers and users to determine requirements mentioned in paragraph b above. It is essential that individuals concerned speak frankly concerning their areas of responsibility. Results of the survey are incorporated in the next management of change (MOC) window.

e. *Procedures.* The equipment portion of the latest approved TDA will be used as a base for the equipment survey. This document is reconciled with the appropriate property book by the surveyors prior to the on-site equipment survey. Differences will be noted. Next, various equipment managers will be interviewed, and a physical check of selected equipment will be made and compared with the hand receipts. Findings will be reconciled with the property book. During interviews, examples of questions that will be asked are:

(1) Is the equipment on hand or on the authorization document the correct amount and right type to satisfy your mission requirements?

(2) What is your equipment utilization experience (that is, daily or monthly usage or operational days), and does it support the amount of equipment on hand?

(3) Are there other sources for obtaining your required utilization other than your own dedicated equipment?

f. *Results.* The result of this survey will be an updated TDA. This updated TDA will provide the basis for retention or requisition of

items not previously documented, and a basis for turn-in of property excess to command needs.

g. Introduction of team members. The survey team chief introduces team members.

h. Question-and-answer period. A brief question-and-answer period should occur at the end of the briefing.

3-4. Recording survey data through the use of automated products

a. Prior to and during the survey, various data and or information will be gathered. An automated costed TDA, generated from The Army Authorization Document System (TAADS) file, can be used to document this information and to provide an audit trail. The costed TDA is locally developed through an on-line-TDA data base set up in DBASE III plus.

b. A sample printout of a costed TDA from the TAADS file is located at figure 3-1. The sample printout at figure 3-2 reflects annotations made by the equipment surveyor. Other pertinent information may be annotated on the costed TDA, such as equipment condition, hand receipt holder's telephone number, etc.

c. The costed TDA is downloaded from the TAADS file, printed, broken down and distributed to appropriate surveyors prior to the survey.

d. Prior to going on-site, the costed TDA is reconciled with property records and annotated with on-hand/on requisition quantities. This is accomplished by requesting and receiving property records from the installation or activity that's scheduled for survey. (See figure C-1).

3-5. Recording survey data through the use of manual products

a. If automated products are not available, DA Form 4153-R (Equipment Survey Worksheet) may be used to record survey data. Instructions for recording this data are provided in paragraphs 3-6 through 3-8.

b. It is most beneficial to use a separate worksheet and to record all objective and subjective data for each line item number(LIN) surveyed. It is also helpful to prerecord all available data during the presurvey conference or prior to the on-site visit.

c. At the beginning of the survey, a stock of worksheets must be available to each survey team member for TDA and property book checks. The completed worksheets are arranged in LIN sequence and used by the survey team as the basis for making changes to the TDA.

3-6. Preparation and use of DA Form 4153-R

a. This worksheet is authorized for local reproduction on 8 1/2 by 11-inch paper. A copy for reproduction purposes is located at the back of this pamphlet. A sample of a completed DA Form 4153-R is provided at figure 3-3.

b. Installation or unit personnel will prepare a survey worksheet for each line item carried in each paragraph of section III and section III supplement of the TDA.

(1) Blocks 1 through 5, and blocks 6a through 6f and 6j will be filled out prior to arrival of the survey team.

(2) Reasons for differences between data in columns b, d, e, and f will be entered in block 7a.

(3) Equipment survey team will review entries and complete columns 6g through 6i, as appropriate.

(4) Blocks 7a and 8a will be used for notes, including justification for changes and the listing of names of property book officers.

3-7. Detailed instructions for completing DA Form 4153-R

a. Block 1. Self-explanatory.

b. Block 2.

(1) Unit cost for standard items will be obtained from Supply Bulletin (SB) 700-20 under the LIN for that particular item. If there are multiple national stock numbers (NSNs) under one standard LIN, the cost of the first NSN will be used.

(2) Unit cost for commercial equipment not requiring type classification will be obtained from the property book.

(3) Unit cost for leased equipment will be 1 year's rental fee.

c. Blocks 3, 4, and 5. Self-explanatory.

d. Block 6. Check "yes" or "no" if the item is coded "c" in the control item code(CIC) column of SB 700-20.

(1) Columns a and b. Required data are extracted from the detail base document.

(2) Column c. Must be in sufficient detail for the survey team to locate equipment operators and supervisors.

(3) Columns d through f. Data entered by property book officers; checked by survey team.

(4) Column g. Completed during physical inventory by the survey team.

(5) Columns h and i. Originally entered as the recommendation of the survey team; adjusted as required. Final entry governing authority is the survey team chief.

(6) Column j. Enter cost as shown in block 2. For multiple items with different unit costs, record separate costs for each different item.

(7) Columns k and l. To be completed by survey team.

(8) Column m. If the item is considered excess, enter the turn-in document number and other pertinent information.

e. Block 7. Unit must briefly explain increases in authorizations. The name and telephone number of the property book officer will be included. Submission of full justification is required, such as, memorandum, with enclosures, authorizing retention of non type-classified items; copy of turn-in document, and any other items concerning the ESP that may be of interest to HQDA.

f. Block 8. Survey team's comments, if applicable, surveyor's signature, and date.

3-8. Submitting completed worksheets

a. Completed worksheets will be submitted in LIN sequence to the equipment survey team chief.

b. The installation or unit commander, or a designated representative must concur with the entries in columns 6h and 6i.

3-9. Actions at the property book level

a. This task requires matching the TDA used by the survey team against the TDA at the unit and recording on-hand and on-requisition quantities documented on the property book. The survey team should review all requisitions to assure they are for shortages and not for replacement items.

b. Upon request, property book officers will provide copies of hand receipts to the equipment survey team. The survey team should record the location and distribution of assets held by hand receipt holders, noting to which paragraph numbers in the TDA these holders are assigned. Time and personnel availability should be considered when determining which LINs on the TDA will be surveyed.

c. It is desirable that all LINs on the TDA are surveyed. If a 100 percent survey is not practical, the survey team should begin with high dollar HQDA controlled LINs and commercial nonstandard items with a unit value of \$15,000 or more.

3-10. Actions at the hand receipt and or the operations level

The survey team will find many systems in use to account for equipment below the property book level. These systems range from elaborate systems of hand receipt and subhand receipt holders to areas with no hand receipts. In any event, the survey team must follow the flow of documentation to the line manager who controls and directs the use of the equipment. In this process, the survey team—

a. Locates items and records each amount physically present on the costed TDA. One hundred percent inventories of all equipment may not be feasible.

b. Notes abnormal maintenance problems or other unusual operational or accountability problems.

c. Reviews actual usage of equipment as compared to use for which it was designed.

d. Determines the impact on mission accomplishment that reductions or additions to on-hand quantities would have.

e. Searches for alternatives to dedicated equipment with poor utilization.

f. Suggests the use of a different kind or type of equipment to accomplish the mission.

g. Relates the mission of line operator to overall mission of the unit or installation. In accomplishing this relationship, it is necessary to conduct interviews with senior managers down through line operators. As an aid in the performance of follow-up actions, all data on a particular LIN should be recorded on the costed TDA or on the worksheet for that LIN.

h. Determines if the unit has either obsolete equipment or equipment in a retirement program. If such equipment is on hand, have the unit turn it in.

3-11. Obtaining recommended changes to the TDA

The following steps are useful in developing the surveyor's recommendations:

a. Through interviews and review of historical data, the surveyor makes a specific proposal to the responsible line manager for the number and type of equipment required. Concurrence of the line manager is obtained whenever possible. Counter proposals should be considered but, should not dictate the final survey results.

b. Recommendations developed by the survey team at the line manager level are then presented to the next level of management for concurrence. When continuous disagreement exists, the survey team can call upon the team chief to either resolve the issues, or carry the problems to the next higher level of management. In some cases, the survey team may feel that a compromise at a particular level is more effective than carrying the issue to the next higher authority. Good judgment is necessary to achieve maximum results.

3-12. Summary of changes

Summary of changes to the TDA should be prepared as survey team members turn in updated costed TDA or worksheet information to the team chief.

3-13. Requesting type classification exemption/LIN for commercial equipment.

a. For on-hand commercial equipment, the unit will prepare a DA Form 4840-R, request for LIN, in accordance with AR 71-13, paragraph 2-44, and page 294, figure 2-4. A sample memorandum

reflecting survey team approval of commercial item retention, is provided in chapter 4, figure 4-1.

b. For proposed acquisition of commercial equipment, the unit will prepare a DA Form 4840-R requesting type classification exemption (TCE), per AR 71-13, paragraph 2-44, and page 292, figure 2-3.

3-14. Exit briefing at management level

After an authorized quantity has been determined for each LIN surveyed, the survey team chief will arrange for an exit briefing with the unit commander or a designated representative. The following subjects should be covered:

a. Significant recommended changes to the unit's authorization document. The survey team should be fully prepared to explain the logic associated with recommended additions or deletions to an authorization document.

b. Explain that an equipment survey results report will be prepared for the purpose of forwarding survey information to HQDA, and checking survey results against HQDA equipment authorization policies.

3-15. Preparing equipment survey results reports

After survey completion, the survey team will prepare an Equipment Survey Results Report, using guidelines in AR 570-7, paragraph 2-13 and the sample format in AR 570-7, figure 3-1. The report will consist of—

a. A forwarding memorandum.

b. Narrative outline. Information should include:

(1) Number and duties of team members.

(2) Significant survey problems identified.

(3) Excess equipment listed as an enclosure to the memorandum of instruction informing the unit commander to effect turn-in by a specified date. A copy of the excess equipment list will also be enclosed with the equipment survey results report. Excess reports (requests for disposition) should be submitted prior to equipment survey team (EST) departure from the surveyed installation or unit. Also, memorandum requests (MRs) should be prepared prior to EST departure.

c. A proposed TDA for each unit surveyed.

d. A list of excess equipment in each unit surveyed.

e. Other material related to recommendations for changes to the ESP or problems encountered during the survey.

COSTED TDA - Section III Equipment Allowance

PARA	LIN	NOMENCLATURE	CIC	REQ	AUTH	UNIT COST	TOTAL COST	O/H	SVY RCM	+/- CHG
103E	A56218	ANALYZER SET ENG	C	1	1	2280.00	2280.00			
	C09715	BOOTH SPRAY BNCH		1	1	1629.48	1629.48			
	E68968	COMPR RCP		3	3	2278.00	6834.00			
	G56371	DRILL ELEC 3/8		3	3	197.26	591.78			
	J89305	GRNDG MCH UTIL		7	7	411.16	2878.12			
	M23954	MULTIMTR	C	1	1	485.00	485.00			
	M76101	MOUNTER DEMOUNTER	C	1	1	5931.00	5931.00			
	N54691	CHRGR BATTERY		3	3	1809.00	5427.00			
	S32323	SANDER DISK ELEC		5	5	109.06	545.30			
	W32730	S/E AUTO OM CM	C	1	1	18502.00	18502.00			
	X51585	TRK LF 4000LB	C	1	1	8136.00	8136.00			
	Y47707	WLD MACH MLR	C	1	1	1298.00	1298.00			
							=====			

TOTAL CONTROLLED ITEM COST: 36,632.00

TOTAL NON-CONTROLLED ITEM COST: 17,905.68

GRAND TOTAL COST FOR PARAGRAPH: 54,537.68

Figure 3-1. Sample printout of costed TDA from TAADS file

TDA PCW3D2AA
CCNUM 1094**COSTED TDA - Section III Equipment Allowance**

PARA	LIN	NOMENCLATURE	CIC	REQ	AUTH	UNIT COST	TOTAL COST	O/H	SVY RCM	+/- CHG
103E	A56218	ANALYZER SET ENG	C	1	1	2280.00	2280.00	2	1	-1
	C09715	BOOTH SPRAY BNCH		1	1	1629.48	1629.48	1	1	0
	E68968	COMPR RCP		3	3	2278.00	6834.00	3	2	-1
	G56371	DRILL ELEC 3/8		3	3	197.26	591.78	3	2	-1
	J89305	GRNDG MCH UTIL		7	7	411.16	2878.12	3	3	-4
	M23954	MULTIMTR	C	1	1	485.00	485.00	1	1	0
	M76101	MOUNTER DEMOUNTER	C	1	1	5931.00	5931.00	1	1	0
	N54691	CHRGR BATTERY		3	3	1809.00	5427.00	2	2	-1
	S32323	SANDER DISK ELEC		5	5	109.06	545.30	5	3	-2
	W32730	S/E AUTO OM CM	C	1	1	18502.00	18502.00	1	1	0
	X51585	TRK LF 4000LB	C	1	1	8136.00	8136.00	0	0	-1
	Y47707	WLD MACH MLR	C	1	1	1298.00	1298.00	1	1	0

TOTAL CONTROLLED ITEM COST: 36,632.00

TOTAL NON-CONTROLLED ITEM COST: 17,905.68

GRAND TOTAL COST FOR PARAGRAPH: 54,537.68

Figure 3-2. Sample costed TDA printout annotated

EQUIPMENT SURVEY WORKSHEET												
For use of the form, see DA Pam 570-7; the proponent agency is ODCSOPS												
1. LIN Q53001			2. UNIT COST \$8142.00		3. PROPERTY BOOK UIC X1WABCAZ			4. TDA/MTOE NO. X7W123AA				
5. NOMENCLATURE RADIO SET: AN/VRC-46												
6. AUTHORIZATION / SURVEY DATA (CODED "C" IN CIC COLUMN OF SB 700-20) <input type="checkbox"/> YES <input type="checkbox"/> NO												
TDA		LOCATION HR NO. c	PROPERTY BOOK			ON HAND INVEN- TORY g	SURVEY REC		UNIT COST (+/-) j	TOTAL CHANGE		TURN IN DATA m
PARA NO. a	QTY AUTH b		ON HAND d	ON REQN e	TOTAL f		QTY h	CHG i		ADD k	DELETE l	
6	10	HR#32	10	0	10	10	12	+2	8142	16284	0	
		TOTAL	10	0	10	10	12	+2		16284		
7a. UNIT EXPLANATION A. RADIOS ARE REQUIRED TO PROVIDE INTRA-POST RADIO COMMUNICATIONS NETWORK FOR THE MILITARY POLICE UNIT. B. ONE RADIO IS REQUIRED PER MP VEHICLE. AN INCREASE OF TWO PATROL VEHICLES JUSTIFIES THE INCREASE OF TWO RADIOS.												
7b. NAME AND GRADE OF PBO CW3, WARREN, T.										7c. TELEPHONE NO. (703) 123-6184		
8a. SURVEYOR'S COMMENTS A. DA CONTROLLED ITEM. DA APPROVAL REQUIRED (UNIT MUST SUBMIT DA FORM 4610-R). B. UNIT MISSION JUSTIFIES ADDITIONAL RADIOS.												
8b. SURVEYOR'S SIGNATURE <i>John A. Doe</i>										8c. DATE <i>1 Jul 92</i>		

DA FORM 4153-R, MAR 93

REPLACES DA FORM 4153-R, SEP 82, WHICH IS OBSOLETE

Figure 3-3. Sample Completed Worksheet

HEADQUARTERS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXX-XXX-X (570-2a)

XX XXX XX

MEMORANDUM FOR Commander, xxxxxx,
SUBJECT: Controlled Equipment in Addition to Authorized Allowances

1. References:
 - a. AR 71-13, 3 Jun 1988, The Department of the Army Equipment Authorization and Usage Program.
 - b. AR 570-7, 22 Jan 1991, Equipment Survey Program.
2. On-hand equipment list at enclosure requires HQDA approval in accordance with chapter 2, section IX of reference 1a.
3. You must submit DA Form 4610-R through the MACOM, requesting HQDA approval of on-hand equipment, within 30 days from the date of this memorandum.
4. When HQDA approval is received, the equipment will be included in the next scheduled Tables of Distribution and Allowances (TDA) update, citing the request log number as the approval authority.

FOR THE COMMANDER:

JOHN Q. SURVEY
Chief
USA Equipment Survey Team

Encl

Figure 4-2. Sample memorandum authorizing increased allowances

Table 4-1
Sample enclosure to memo authorizing increased allowances

EQUIPMENT IN ADDITION TO AUTHORIZED ALLOWANCES

PARA	LIN	NOMENCLATURE	ACTION	QUANTITY
004C	M44760	MILLING MACHINE HORIZONTAL	+1	3
004C	Y47707	WELDING MACHINE ARC	+1	3
006C	C19266	COUNTER ELECTRONIC DIGITAL	+1	1
006D	M60449	MULTIMETER DIGITAL	+4	4
006D	M72297	MOTOR GENERATOR	+1	1
006D	Q19750	RADIAC SET	+2	2

Encl

HEADQUARTERS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXX-XX (570-2a)

XX XXX XX

MEMORANDUM FOR Commander, xxxxx,
SUBJECT: Excess Items of Equipment, UIC X1W3GMAA

1. References:

- a. AR 570-7, 22 January 1991, Equipment Survey Program.
- b. DA Pamphlet 710-4, 13 February 1987, Management of Excess Materiel and Materiel Returns.

2. The equipment at enclosure has been determined to be in excess of your requirements by the Equipment Survey Team. All equipment turn-ins have been approved by the installation commander or director or their designated agents.

3. If the equipment was not turned in to the appropriate accountable property officer as it was identified during the survey, action must be taken to ensure that equipment is turned in within 90 days from the date of this memorandum per reference 1a, paragraphs 2-11 and 2-12. A detailed listing of all items, by LIN, with information that each item has been removed from the Property Book, should be forwarded to this activity, ATTN:xxxx-xxx-x.

4. All excess equipment should then be processed through the supply system as described in reference 1b. When final disposition has been accomplished, a detailed listing of all items, by LIN, will be submitted to this activity, ATTN:XXXX-XXX-X, indicating destination and date of final disposition.

FOR THE COMMANDER:

JOHN Q. SURVEY
Chief
USA Equipment Survey Team

Encl

Figure 4-3. Sample memorandum directing excess equipment turn-in

Table 4-2
Sample enclosure to memo directing excess equipment turn-in

TDA CZWOPBAA—EXCESS EQUIPMENT

LIN	NOMENCLATURE	PARA	QTY	UNIT \$ COST
Q19339	RADIAC SET AN/PDR-27	002	1	582.00
Q21483	RADIACMETER IM-174	002	1	244.00
F18614	COUNTER ELECTRONIC HP 52456	005	3	4978.00
J56382	GENERATOR SIGNAL SG-1054/G	005	1	1758.00
J53712	GENERATOR SIGNAL URM-127	006	1	100000.00
(DEFERRED TURN-IN, PENDING RECEIPT OF LIN S48323)			1	100000.00
D26583	DISTORTION ANALYZER TS-4084/G	007	1	2596.00
G14341	GENERATOR TRACKING SG-1122	007	1	9410.00
W37251	TOOL KIT ELECTRONIC EQ: TK100/G	008	1	715.00
X40009	TRUCK CARGO: 2 1/2 TON 6X6 W/E	008	2	41822.00
X40794	TRUCK CARGO: DROP SIDE 5 TON	008	1	74450.00
Z45613	MULTIPLEXER: TD-1389 (V) 3/TSC	008	1	---
Z75629	SATTELITE COMM AN/GSC-52 (V) 2	008	1	---
TOTALS				336555.00

Encl

Chapter 5

Desk survey procedures

5-1. Scheduling and conducting desk surveys

This chapter provides guidance on scheduling and conducting desk surveys. On-site surveys are not required on units or activities whose TDA equipment values do not exceed \$1,000,000. However, equipment authorized on the TDA of these units will be reviewed by desk survey every two to five years. The desk survey is an

administrative review process. Property accountability records and authorization documents are reviewed, reconciled and usually confirmed telephonically with property book officers and equipment managers or coordinators. Confirmation may also be acquired through other means, such as FAX, E-mail, memorandums (memos), etc. Samples of memos to support desk survey actions are shown in figures 5-1 and 5-2.

5-2. A senior management analyst or equipment specialist will be

designated as team chief. He or she will—

a. Schedule desk surveys on a 2-5 year cycle, and review schedules prior to the beginning of each fiscal year to determine unit additions or deletions.

b. Review and recommend changes to equipment documentation.

c. Designate survey team action officers to accomplish scheduled desk surveys.

d. Review and approve correspondence related to each desk survey.

5-3. The designated survey team action officer—

a. Notifies the activity or unit equipment manager that a desk

survey is scheduled to be conducted. Point of contact (POC) information should include equipment manager's name and telephone number, E-mail or message address and FAX number.

b. Requests survey data from applicable unit prior to the scheduled survey date. This request (telephonic or written) should require information that assures the activity or unit reports all on hand standard equipment (HQDA-controlled and non controlled) and commercial nonstandard equipment with a dollar value of \$15,000 and over.

c. Requests listings of all open equipment requisitions, leased or rented and loaned equipment.

d. Acquires a copy of the latest approved TDA for unit being surveyed.

e. Compares reported assets and TDA documentation.

f. Prepares correspondence, as required, to complete desk surveys. Sample memos are shown in figures 5-1 and 5-2.

HEADQUARTERS

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

S: 16 Sep 92

XXXX-XXX-X (570-2a)

xx xxx xxx

MEMORANDUM FOR Commander, xxxxxx,

SUBJECT: Equipment Survey, U.S. Army Logistics Support Center, TDA X4W131AA

1. An Equipment Survey Program (ESP) review is scheduled to be accomplished by desk survey procedures at U.S. Army Logistics Support Center between 16 and 30 November 93.

2. The survey will be conducted according to AR 570-7, ESP, 22 Jan 91 and DA pamphlet (570-7, xx Xxx 93). The survey will be based on the latest approved table of distribution and allowances (TDA).

3. This agency requires the following information:

a. Equipment manager's name and telephone number.

b. E-mail address, message address and FAX number.

c. A copy of the property book and all hand receipts.

d. A list of all on-hand, commercial non-standard items costing \$15,000 or more, which are on hand without USAFISA approval.

e. A list of all leased, rented or loaned equipment.

f. Items on lists should include nomenclature, line item number, national stock number, quantity and how the item is authorized.

g. The information will be used to reconcile property records and authorization documents, and to properly align equipment authorizations.

4. The requested information is required no later than (date).

5. POC for this action is Mr. John T. Neal, DSN 355-2512.

FOR THE COMMANDER:

JOHN Q. SURVEY

Chief

USA Equipment Survey Team

CF:

Xxx, xxxxxx, xxxx-xx

Figure 5-1. Sample memorandum notifying unit or activity of desk survey

HEADQUARTERS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXX-XXX-X (570-2a)

XX XXX XXX

MEMORANDUM FOR Commander, xxxxx,

SUBJECT: Equipment Survey, U.S. Army Logistics Support Center

1. TDA X4W131AA, was reviewed during 16-20 November 1992, using desk survey procedures, in accordance with AR 570-7.
2. Equipment requirements and on hand assets were confirmed telephonically on 19 Nov 92 between Mr. J. Neal, MOFI-CDD-E and Mrs. Delores Smith, property book officer and TDA coordinator for unit identification code (UIC) X4W131AA. Mrs. Smith's telephone number is DSN 687-2168.
3. The following equipment was added to the section III, Equipment Allowances, during the last management of change (MOC) window:

LINE ITEM NUMBER	NOMENCLATURE	ADDED
T73645	Truck, Lift Fork	+1
E68968	Compressor	+1
J56382	Generator, Signal	+1

Also, approval has been granted by the USAFISA (MOFI-CDD-E) for one (1) projector, slide. The LIN P16511 will be included in chapter 2 of the Supply Bulletin (SB)700-20, during the March 1993 update. Correspondingly, this LIN should be included in the TDA update at that time.

4. There were no other recommendations or directed actions as a result of this survey.

FOR THE COMMANDER:

JOHN Q. SURVEY
Chief
USA Equipment Survey Team

CF:
Cdr, XXXXXXXX, XXXX-XX

Figure 5-2. Sample memorandum identifying actions taken as a result of desk survey

Appendix A References

Section I Required Publications

AR 58-1

Management, Acquisition, and Use of Administrative Use Motor Vehicles. (Cited in app B, para 2b.)

AR 71-13

The Department of the Army Equipment Authorization and Usage Program. (Cited in paras 3-13a, 3-13b, 4-1c and figs 4-1 and 4-2.)

AR 310-49

The Army Authorization Documents System (TAADS). (Cited in app C, sample memo, para 1b.)

AR 570-7

Equipment Survey Program (ESP). (Cited in paras 1-1, 1-4, 1-5, 3-3, 3-3a, 3-7e, figs 4-2, 4-3, 5-1, and app C, sample memo, para 1c.)

DA Pamphlet 710-4

Management of Excess Materiel and Materiel Returns. (Cited in fig 4-3, para 1b.)

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items. (Cited in paras 3-7b, 3-7c, 3-7d, 4-1a, 4-1b and fig 5-2.)

Section II Related Publications

AR 420-17

Real Property and Resource Management

AR 710-2

Supply Policy Below the Wholesale Level

Section III Prescribed Forms

DA Form 4153-R

Equipment Survey Worksheet (prescribed in para 3-6)

Section IV Referenced Forms

DA Form 4610-R

Equipment Changes in MTOE/TDA

DA Form 4840-R

Request for Type Classification Exemption/LIN for Commercial Equipment

Appendix B Survey team structure and team members qualifications

B-1. Structuring ESTs

- a. Factors that generally affect structuring ESTs are:
 - (1) Availability of funds.
 - (2) Time.
 - (3) Qualified personnel.
- b. The team will consist of a chief and sufficient personnel to ensure an effective and comprehensive survey.
- c. The team chief should be designated by the commander or

manager of the unit conducting the survey. Team composition should be tailored to the mission and equipment of unit(s) being surveyed.

d. Team members should be carefully selected to ensure they're fully qualified in the management and technical areas they survey. Team members must be familiar with Basis of Issue Plans (BOIPs) and regulations pertaining to equipment authorization, supply, maintenance, property accountability, and logistics. Their approach must be professional, tactful, impartial, and instructional to the unit being surveyed.

B-2. Type of survey team members normally required

a. *Facilities Engineer* — Should be knowledgeable in all phases of facilities engineering organizational functions; familiar with all buildings and grounds and utilities activities, and experienced in the operation, maintenance and repair of maintenance & services (M&S) equipment (AR 420-17).

b. *Transportation (Motor-Rail-Marine)* — Should be knowledgeable in nontactical vehicles (NTVs), railway and marine management procedures, to include dispatch control, operations, maintenance, supply, and distribution or redistribution (AR 58-1).

c. *Communications and Electronics (C-E)* — Should be qualified in the areas of communications pertaining to C-E equipment and management of C-E facilities. Must possess a working knowledge of C-E procurement operations and maintenance associated with Army nontactical and tactical communications equipment, audio visual, photo laboratories and training activities (AR 25 series and AR 105 series). A basic knowledge of supply regulations and procedures is also required to determine appropriate actions for acquisition of new equipment as well as the disposition of equipment on hand but not required for mission accomplishment.

d. *Maintenance Evaluation* — Should possess a general knowledge of direct and general support maintenance processes. Must be familiar with the various types of equipment in the Army inventory. Should be able to analyze backlog data, procurements, and shop space requirements to determine the adequacy of maintenance support being provided to the installation.

e. *General Equipment* — Should possess a general knowledge of the operation and maintenance of various types of equipment, including materials handling equipment, production equipment and other nonexpendable installation property. Should possess the ability to determine the effectiveness of maintenance, operations and equipment utilization programs. Should also possess the capability to consolidate information gathered during the survey into a comprehensive report. The number of general equipment survey team members required depends upon the size and complexity of the unit(s) being surveyed.

Appendix C Notification to installation or unit

C-1. A memorandum (memo) of notification should assure that:

a. The activity or unit will suspend submission of changes to the authorization document until the survey is completed. (See sample memo at fig C-1).

b. The unit reconciles the current approved TDA with property books and hand receipts. Notations concerning misalignments will be made on hand receipt copies provided to the survey team prior to on-site survey.

c. A unit POC is designated.

d. Copies of TDA which have been forwarded to higher authority are provided to the team, prior to the onsite visit of the survey team.

e. Operating level supervisors have up-to-date authorization documents and hand receipts available for the survey.

f. Preparations are made for survey team office space.

g. The installation or unit schedules both an entrance and exit briefing for senior commanders or managers by the survey team chief.

C-2. Not used

HEADQUARTERS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXX-X (570-2a)

X XXX XX

MEMORANDUM FOR Commander, xxxxxxxx,

SUBJECT: HQDA/ODCSOPS (USAFISA) Equipment Survey

1. Reference:

- a. AR 71-13, 3 June 1988, The Department of the Army Equipment Authorization and Usage Program.
- b. AR 310-49, 15 December 1980, The Army Authorization Documents System (TAADS).
- c. AR 570-7, 22 January 1991, Equipment Survey Program.
- d. Memorandum, USAFISA, MOFI-CDD-E, 29 November 1992, subject: FY 1993 Equipment Survey Schedule.

2. An on-site equipment survey of U.S. Army Garrison Headquarters, as scheduled in reference 1d, will be conducted during the period 1 May-20 May 93.

3. Upon receipt of this memorandum, you should assure the following:

- a. Changes to the equipment portion of the Table of Distribution and Allowances (TDA) are held for appropriate action during survey.
- b. Information copies of all pending actions are available at the entrance briefing.
- c. A listing of all commercial nonstandard items costing \$15,000 or more, which are on hand without USAFISA approval, will be provided to the survey team chief upon arrival at your installation.

4. The requirement to establish an equipment usage management program is prescribed in reference 1a, chapter 4, and procedures for collecting and recording data are outlined in paragraph 4-5.

- a. Minimum usage standards for categories of general use equipment are provided in reference 1a, appendix G, paragraph 5.
- b. To assist in determining your equipment requirements, usage data for the 12-month period prior to the survey must be made available to the team chief upon arrival.

5. The Commander must ensure that appropriate personnel, such as property book officers, branch chiefs, and section supervisors, are advised of the upcoming survey. Upon receipt of this survey notice, installations/activities operating under the standard property book system (SPBS) will provide a copy of the following documents/listings to this agency, ATTN: MOFI-CDD-E, no later than 1 Apr 93:

- a. Property book
- b. Hand receipts (request TDA paragraph numbers be identified to the hand receipt holder).
- c. If automated record keeping systems are unavailable, installation or unit personnel must prepare a separate DA Form 4153-R (Equipment Survey Worksheet) for each line item in section III and section III supplement of the TDA. Instructions on worksheet preparation are provided in DA Pamphlet 570-7, paragraphs 3-5 through 3-7.
- d. Name, location and telephone number of POC.
- e. Briefing schedules:
 - (1) Commander and/or Deputy Commander
 - (2) Accountable supply officer or PBO and managers (include number of attendees).
- f. Equipment survey office location/bldg and telephone numbers (1 DSN, 2 local extensions).
- g. Lodging: Arranged through telephonic coordination.

6. Administrative personnel and equipment supply requirements:

- a. Four desks.
- b. IBM compatible personal computer (PC) and printer (equipment survey computer program can be loaded into the computer to prepare adjustment and excess listings and Equipment Survey Results Reports).
- c. Post map, staff directory and telephone directory.
- d. Stapler, pencil sharpener, scotch tape, paper clips, pencils, etc.
- e. Transportation motor pool (TMP) vehicle(s).
- f. One person to receive telephone calls, FAX and other messages.

FOR THE COMMANDER:

JOHN Q. SURVEY
Chief
USA Equipment Survey Team

Figure C-1. Sample memo notifying Commander of on-site survey

Glossary

Section I Abbreviations

AR

Army regulation

BCE-MAPP

Base-level commercial equipment-MACOM approved

BOIP

Basis of Issue Plan

C-E

communications and electronics

CIC

controlled item code

DSN

Defense switched network

E-mail

electronic mail

EM

equipment manager

EMO

equipment management office

EMP

Equipment Management Program

ESP

equipment survey program

EST

equipment survey team

FAR

Federal Acquisition Regulation

FAX

facsimile

FOA

field operating agency

GOCO

Government-owned, contractor operated

GSF

general support forces

HQDA

Headquarters, Department of the Army

IE

installation equipment

LIN

line item number

M&S

maintenance and services

MACOM

major Army command

MOC

management of change

MR

memorandum request

NTV

nontactical vehicle

ODCSOPS

Office of the Deputy Chief of Staff for Operations and Plans

PA

property administrator

PB

property book

PBO

property book officer

PM

project manager

POC

point of contact

R&D

research and development

SOP

standing operating procedure

SPBS

standard property book system

TAADS

The Army Authorization Documents System

TDA

tables of distribution and allowances

TMP

transportation motor pool

UIC

unit identification code

USAFISA

U.S. Army Force Integration Support Agency

Section II Terms

Equipment Control Branch

Manages and controls installation equipment requirement programs, including authorization, acquisition, accounting, and distribution of equipment. Coordinates with installation elements on the installation, removal, or relocation of production, ammunition peculiar, laboratory, or other equipment. Administers and coordinates quality control checks, including initial inspection, technical inspection of work in process, and final inspections of equipment. Maintains centralized property book (PB) of all in-use nonexpendable property, schedules inventories of PB accounts, and maintains records. Reviews equipment

requests for validity of authorization and determination of the most economical source of supply.

Equipment coordinator

The individual, duly appointed by the commander or technical director of small tenant activities, to serve as focal point between the installation equipment manager and the tenant activity.

Equipment manager (EM)

The individual, duly appointed by the commander or technical director having responsibility for the Government equipment management program (EMP). The EM of each installation, activity, and laboratory will normally review on hand installation equipment (IE) to determine which items of equipment could be better managed and utilized through pooling. The pool should include, as a minimum, items that are underutilized, or used infrequently by individual users. For Government owned-contractor operated (GOCO) activities, the property administrator (PA) will normally be appointed as the EM, or the EM will be a member of the PA's staff. Equipment management; that is, accountability, maintenance, and usage procedures for GOCO activities are contained in Federal Acquisition Regulation (FAR), Part 45.5.

Equipment Management Office (EMO)/ Division

Supervises and controls the management and maintenance of installation equipment, including planning, authorization, accounting, acquisition, utilization, production control, redistribution, reporting, and administrative control. Directs studies relative to equipment design, layout, and usage. Advises the commander in all matters related to the installation EMP.

Equipment management program (EMP)

The overall program that provides for effective management of all installation equipment to include the authorization, acquisition, utilization, modernization, maintenance, redistribution, and turn-in of excess equipment.

Equipment Pool Branch

Performs equipment pool administrative functions, including maintenance of operating file, and preparation of reports. Validates requirements for electronic equipment, nontactical vehicles, materials handling equipment, and makes appropriate recommendations for acquisition or disposition. Provides motor transportation for movement of personnel, supplies, and equipment. Trains, physically evaluates, tests, and issues licenses to drivers and equipment operators. Maintains operational and maintenance records pertinent to nontactical vehicles (NTV). Develops and analyzes costs and statistical data on vehicle usage. Schedules vehicles and operations for

regularly assigned trips, issues trip tickets, and maintains dispatch records.

Installation equipment (IE)

All nonexpendable equipment other than real property, items under test (for example, prototype and research and development(R&D) developmental items), fixed plant communications equipment, and nonappropriated fund property in use by an installation or activity to accomplish or support assigned missions. The IE includes all equipment requiring authorizations under the installation or activity table of distribution and allowances (TDA) or other applicable equipment procurement or acquisition authority. The IE does not include installed building equipment.

Project manager (PM)

The person assigned responsibility for management, planning, coordination, and evaluation of the design, development, testing, and deployment of specific project assigned. The PM is responsible for integrating all required developmental efforts that are necessary for successful completion of the project, as scheduled.

Utility Rail Branch

Supervises and administers the utility rail operations. Exercises control over day-to-day operations for trains and car assignment. Also, maintains internal rail records, to include, but not limited to car location; car and motive power maintenance records, publications relating to maintenance and operations and standing operating procedures (SOPs).

Section III**Special Abbreviations and Terms**

There are no entries in this section.

Index

This index is organized alphabetically by topic and by subtopic within topic. Topics and subtopics are identified by paragraph number.

Abbreviations, glossary

Equipment survey

- Sequence of, 3-1
- Team meetings, 3-2
- Entrance briefing, 3-3
 - ESP history, 3-3*a*
 - Interviews, 3-3*d*
 - Procedures, 3-3*e* through *h*

ESP management overview, 1-4

Equipment survey worksheet, 3-6

- Preparation and use of, 3-6*a*, *b*(1) through (4)
- Completion of, 3-7
- Detailed instructions for, 3-7*a* through *f*

Exit briefing, 3-14

Equipment Survey Results Report, 3-15

- Narrative outline of, 3-15*b*

Hand receipt level, 3-10

- Actions required at, 3-10*a* through *h*

Instructions to installation or unit, 2-4

Memorandum of notification, C-1*a* through *g*

Memorandum requirements, 4-1*a* through *e*

Obtaining TDA changes through

- Interviews and historical data, 3-11*a*
- Line supervisor, 3-11*b*

Presurvey conference, 2-3

Property book level, 3-9

- Actions required at, 3-9*a* through *c*

Requesting type classification exemption/ LIN for commercial equipment, 3-13

Sample costed TDA printout, figs 3-1 and 3-2

Sample Equipment Survey Worksheet, fig 3-3

Scheduling and conducting desk surveys, 5-1, 5-2, 5-3*a* through *f*

Survey advance notice, 2-4

Surveyors normally required

- Facilities Engineer, app B-2*a*
- Transportation, app B-2*b*
- Communications and Electronics, app B-2*c*
- Maintenance Evaluation, app B-2*d*
- General Equipment, app B-2*e*

Survey teams

- Factors that affect, app B-1*a*
- Team chief for, app B-1*c*
- Team members selected for, app B-1*d*

Survey team meetings, 3-2

U.S. Army Force Integration Support Agency (USAFISA), 1-4

EQUIPMENT SURVEY WORKSHEET

For use of the form, see DA Pam 570-7; the proponent agency is ODCSOPS

1. LIN	2. UNIT COST	3. PROPERTY BOOK UIC	4. TDA/MTOE NO.
--------	--------------	----------------------	-----------------

5. NOMENCLATURE

6. AUTHORIZATION / SURVEY DATA (CODED "C" IN CIC COLUMN OF SB 700-20) ☐ YES ☐ NO

TDA		LOCATION HR NO. c	PROPERTY BOOK			ON HAND INVEN- TORY g	SURVEY REC		UNIT COST (+/-) j	TOTAL\$CHANGE		TURN IN DATA m
PARA NO. a	QTY AUTH b		ON HAND d	ON REQN e	TOTAL f		QTY h	CHG i		ADD k	DELETE l	
		TOTAL										

7a. UNIT EXPLANATION

7b. NAME AND GRADE OF PBO	7c. TELEPHONE NO.
---------------------------	-------------------

8a. SURVEYOR'S COMMENTS

8b. SURVEYOR'S SIGNATURE	8c. DATE
--------------------------	----------

UNCLASSIFIED

PIN 070486-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.64

PIN: 070486-000

DATE: 11-02-99

TIME: 09:58:37

PAGES SET: 24

DATA FILE: p11.fil

DOCUMENT: DA PAM 570-7

DOC STATUS: NEW PUBLICATION